



PARKS AND RECREATION ADVISORY COMMISSION

February 7, 2013

Parks and Recreation Advisory Commission Members

Present

Committees

Ron Maxey, Chairman	Midlothian District	<ul style="list-style-type: none"> • Capital Projects Committee • Future Visions Outreach & Greenways
Vincent M. Burgess	Clover Hill District	<ul style="list-style-type: none"> • Future Visions Outreach & Greenways • Capital Projects Committee
Bob Terrell	Dale District	<ul style="list-style-type: none"> • Chairman, Athletic Activities Committee • Capital Projects Committee
Raymond B. Marsh	Matoaca District	<ul style="list-style-type: none"> • Athletic Activities Committee
Robert Forman	Bermuda District	<ul style="list-style-type: none"> • Future Visions Outreach & Greenways • Capital Projects Committee
Tim Mick	School Board Rep.	<ul style="list-style-type: none"> • Athletic Activities Committee • Capital Projects Committee, Chairman • Representative – Sports Tourism Advisory Committee (STAC)
Shayne McDavid, Vice Chairman	Clover Hill District	<ul style="list-style-type: none"> • Chairman, Future Visions Outreach & Greenways Committee

Absent:

Doug Johnson	Matoaca District	<ul style="list-style-type: none"> • Athletic Activities Committee
Brenda White	Bermuda District	<ul style="list-style-type: none"> • Athletic Activities Committee • Future Visions Outreach & Greenways
Vacant as of 9/6/12	Dale District	
Vacant as of 9/6/12	Midlothian District	

Parks and Recreation Liaisons/County Staff

- Mike Golden, Director, Primary Liaison, Future Visions Outreach & Greenways Committee
- Phil Innis, Assistant Director, Recreation, Primary Liaison Athletic Activities, Future Visions Outreach & Greenways Committee
- Mark Askin, Assistant Director, Parks Liaison, Capital Projects and Future Visions Outreach and Greenways Committee
- Stuart Connock, Jr., Chief of Parks, Planning and Construction Section, Primary Liaison, Capital Projects Committee
- Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects Committees
- Doug Salyers, Chief of Parks, Planning and Construction Section, Capital Improvement Plan

Standing Committees:

Athletic Activities	Capital Projects	Future Visions Outreach & Greenways
Bob Terrell, Chair	Tim Mick, Chair	Shayne McDavid, Chair
Vacant 9/6/12	Vincent Burgess	Vincent Burgess
Doug Johnson	Bob Forman	Bob Forman
Raymond Marsh	Ron Maxey	Ron Maxey
Tim Mick	Bob Terrell	Vacant 9/6/12
Brenda White	Vacant 9/6/12	Brenda White

Speakers

Name	Subject/Organization
Tish Schrock	Richmond Kickers
Lou Lippa	CMYFL

❧ Parks and Recreation Advisory Commission Mission Statement ❧

Working in partnership with the public, the Parks and Recreation Department and the Board of Supervisors, the Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County's ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a *First Choice Community* such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County's citizens and determining how best to meet those needs.

Meeting Procedures:

A sign-up sheet is available at each meeting for anyone who wishes to speak.

- I. **Call PRAC Meeting to Order:** Chairman Ron Maxey welcomed the assembly to the 7 p.m. meeting with a quorum present.
- II. **Non-Sectarian Invocation:**
Tim Mick led the assembly in the invocation.
- III. **Pledge of Allegiance:**
Phil Innis led the assembly in the *Pledge of Allegiance*.
- IV. **Approval of the January 2013 Minutes:**
There was no discussion and the minutes were approved without opposition for posting on the Parks and Recreation website at the following link: <http://www.chesterfield.gov/Parks.aspx?id=3133>
- V. **Amendments to Agenda:** None
- VI. **Public Comments/ Unscheduled Matters/ Public Hearing:**
 - **Ultimate Cup** – Tournament numbers are up quite a bit from last year. Boy's weekend has gone from 207 to 236 so far. Girl's weekend has grown from 163 to 202. Those numbers continue to go up as the tournament gets closer. The Kickers and Chesterfield United will have some teams scrimmaging at Stratton Park on the 22nd for the dedication

ceremony. This will be the kickoff for the 2013 Ultimate Cup. 100 percent of the event is held in Chesterfield County. So far 3,200 room nights have been booked for the event. The Kickers would really appreciate anything the county can do to get the lights turned on at Stratton. Stuart stated that the process to get the lights hooked up is almost complete. They are waiting for final approvals from the state. Stuart asked Lou Lippa assist with getting Dominion to work on the lights as soon as final approval is received.

- **USA Football** – Lou Lippa reported that the NFL has started a concussion prevention program called "Heads Up." It offers training classes for any youth football program and focuses on safety. It encourages coaches to discourage head first tackling. Lou's football program will be participating in the training.
- **Tri-City Tigers** – Two parents were asked to come and request information on practice facilities for the group. In the past they were moved around from Bensley to Falling Creek. They would like to know where they will be practicing in the spring. Bill Carlson advised that this issue would be discussed later in the meeting.
- **Public Hearing for Assignment of Rectangular Fields** – Bill Carlson advised that the commission should have three documents:
 1. Assignments at Stratton Park
 2. Assignments at River City Sportsplex
 3. Assignments on grass fields

It is likely that after this season the process for assigning rectangular fields will be changing. In March there will be a discussion at the Athletics Committee Meeting about the new process. Co-sponsored groups will also be brought in for comment. Right now an "activity period" system is used, which is based on the number of teams in a league and the number of participants on the teams. The biggest area of concern right now is in the fall when rectangular fields are lacking. The fields at River City Sportsplex are assigned primarily to lacrosse and field hockey because of the strain those sports put on grass fields. Stratton Park is being utilized by mostly soccer groups, except Fridays which are lacrosse.

Tish Schrock, on behalf of the Kickers, stated that their organization would like more time at River City Sportsplex because the majority of their population lives in that area. Tish is working with Bill to potentially make some adjustments in the fall.

Lou Lippa asked about football using Stratton Park. Bill reminded him that fall assignments have not been made yet.

The public hearing was closed. A motion to accept the assignments as written was made and seconded. The commission voted to approve with none opposed.

VII. Old Business - none

VIII. New Business - none

IX. Parks and Recreation Director's Remarks – Mike Golden

Mike advised that interviews would begin soon for both the secretary and Chief of Finance positions. They hope to have new staff on board within a month.

The Stratton Park dedication will take place on Friday, Feb. 22 at 4 p.m. All commission members should have received invitations. It is open to the public and anyone interested should attend.

X. Parks and Recreation Staff Reports:

Construction Status Report

Stuart Connock, Jr. had distributed the monthly Construction/Project Status Report to the assembly and highlighted the following project updates.

- Dodd Park – Department was shortlisted for a \$100,000 grant. It's a 1:1 match and will be used to build a new stone dust trail in the lower section of the park. The plan for that site is similar to the three-surface trail system at Rockwood Park.
- Lowe's Sports Complex – Improvement project to pave the driveway to the parking lot. Bids came in under budget. There were 19 bidders.
- Tomahawk Creek Middle School – Progress is being made on the irrigation system and the new lighting system. In the summer, Bermuda grass will be added.
- Countywide – there is a listing of improvement projects that include structure renovation, fence replacement, etc. Most recently there have been improvements at Grange Hall Elementary and Robious Athletic Complex.
- Harry G. Daniel Park – This summer paving will take place in the soccer and baseball areas.
- Rockwood Park – baseball fields were recently re-fenced and renovation of the concession stand is almost complete.
- Stratton Park – fields complete just waiting on power to the lights. Stuart estimates it could be the first week of March before power is connected.
- Miracle League Field – assisting with plans and information gathering for a grant that would install a handicap restroom on site.
- Ettrick Park – bids received for a new entrance coming from Woodpecker Rd. There were 14 bidders and the winning bid came in \$60,000 under budget.
- Matoaca Park – Baseball fields there have been re-fenced and a new playground will be installed soon. It will be the first lighted playground in the county.
- Mid-Lothian Mines Park – county has been working with DMME to amend an agreement which would add \$800,000 to help close the remaining mine shafts without sealing them up.

Capital Improvement Program

- The current proposal that the county administrator will be bringing to the board was e-mailed to all of the commissioners. PRAC's original proposal and a list of unfunded projects were also included. The county budget document will have a listing of unfunded projects from all departments. So, it is tracked and a matter of public record. In comparison, this proposal is about \$300,000 more than last year's five-year plan. The initial request from PRAC was around \$37

million; it is unlikely that a total such as that would be reached without a bond referendum. 60% of the budget is renovations and replacements, 10% goes to historic partners on a 1:1 match, 6% goes toward buying land for the future and about 24% is used for new facilities. The budget will be up for public comment in March and should be adopted by the Board of Supervisors in early April.

At the last meeting there was some discussion about senior center funding and its dependency on the release of some operating funds. Mr. Foreman requested an update on that issue. Mr. Golden stated that \$315,000 was appropriated a few years ago to make improvements to the "SportsQuest senior center." Since it is very unlikely that a facility will be complete by September, 2013, per the lease agreement, the department is seeking approval to redirect those funds to lease some space for a senior center. The funds that were once being sought to build a senior center in 2018 have been removed from the CIP. The department is currently evaluating a few options of places that could be leased. Right now programs are being held at two different churches, but the programs are outgrowing those spaces.

XI. Committee Reports

Bow Hunting Committee Update

- Mr. Connock reported that the group is continuing to evaluate the issue and should have a recommendation for the group in March. After the commission hears the committee's report, the committee will be glad to hold a public hearing on the issue. Commissioners have not received any additional public comment on bow hunting since the January meeting other than asking when a public hearing would be held. The committee is moving very cautiously and deliberately.

Softball Facilities RFP

- Mr. Innis reported that staff has put together a draft of the proposal and has discussed that with the committee. There is a current lease that expires at the end of 2013. This RFP would allow others to put in a bid for the next lease, beginning in 2014. The RFP has been tweaked to include a longer lease (5 years, with a 5 year option). This draft must be submitted to the Purchasing Department and will be advertised to the public sometime in mid-March. Once all proposals are received, likely mid-April, the committee will review and make a recommendation to PRAC. That recommendation then goes to the Board of Supervisors before the lease is awarded. The process will likely take a few months to complete.

Athletic Committee – Review of requests from non-cosponsored groups

- Mr. Terrell reported that there has been a request for use of county facilities for spring football. Since the commission has received numerous non-league requests the committee wanted to review the policy use of facilities for non-cosponsored activities. The committee feels that current policies meet current needs and requests. However, the committee added a section to the co-sponsored policy that addresses use of facilities by non-cosponsored groups. Groups who meet the co-sponsored requirements and are playing in season will not be charged for facilities as long as the sport is funded.

Mr. Innis clarified that there are two types of co-sponsorship: athletic and recreational (non-athletic). Recreational includes things like karate or very small organizations. On the recreational co-sponsored policy some guidelines were added to help staff understand how to address these groups. The proposed guidelines include:

1. Recreational Co-sponsored athletic teams will be limited to a seasonal agreement.
2. Recreational co-sponsored facility requests will be reviewed each season after Athletic Co-sponsored organizations allocations have been approved by the Parks and Recreation Advisory Commission.
3. Recreational Co-sponsored organizations will follow the Parks and Recreation Youth and Adult Opening and Closing Dates. If the department does not have an approved season for the requested activity the facility request will be considered a rental. Those groups who meet the Recreational Co-sponsored Policy and play within season guidelines will not be charged a rental fee for use of facilities.
4. Recreational Co-sponsored athletic teams will be responsible for all applicable light and maintenance fees for their activities.
5. Parks and Recreation may restrict certain athletic facilities to specific recreational use due to maintenance and school use concerns.
6. Recreational Co-sponsored athletic teams do not qualify for Parks and Recreation marketing.

Mr. Maxey asked how all of this applied to the Tri-City group who asked about facilities earlier. Mr. Innis stated that they had to first apply for co-sponsorship and that it would depend of if they were asking for facilities in the spring or fall. If they are not able to meet the requirements, they can still secure facilities through the rental process. The Tri-City representative stated that this would be the second year they have played in the spring. Last year they practiced at Falling Creek and played games at Bensley. Mr. Carlson stated that Falling Creek is used for soccer in the spring and that Bensley is used for baseball. The group was advised to contact Mr. Carlson to resubmit paperwork for co-sponsorship. He reminded them that the department is not funded for spring football.

Mr. Marsh noted that the basketball program though Parks and Recreation got cut \$80,000 a couple of years ago..

Mr. Mick asked if the commission needed to take any action on the policy. The decision was made to distribute a copy of the policy with the meeting minutes. It will also be included as an agenda item for discussion under "Public Hearing on Unscheduled Matters" on the March agenda.

The sports manual comes out in May. There will be enough time for this to be included in the manual if it is considered in March.

XII. Commission Roundtable Discussions –

- Mr. Mick has heard some concerns about upcoming fall sports and rectangular fields. All of the county's fields are currently being used near their full potential. His concern is that the county is running out of fields, and we don't have enough lighted fields. At some point, without additional facilities, the county may not have enough fields to satisfy its sanctioned user groups.

- Mr. Burgess commented that he had the opportunity to sit in on the community services board and they were singing the praises of Parks and Recreation staff who help integrate adults with disabilities into the community. He heard good things about their recreational and athletic programs that are being offered.
- Mr. McDavid expressed his condolences to the family of Sgt. Aaron Whitman for his sacrifice and service to our country.
- Mr. Foreman stated that he continues to be unhappy with PRAC's involvement in the CIP budget process. He asked if the information that was distributed at the meeting was just informational or if PRAC had the opportunity to say "yes we approve or no we don't approve." He feels that the group should consider or vote on the budget as it stands. Mr. Maxey questioned if the group could really impact any changes at this point given their status as an advisory board. Mr. Mick stated that if someone made a motion about the budget that it would be something the commission would consider. His main concern is that there is no concrete process for PRAC's involvement in the budget. Mr. Golden stated that if there were any budget items of primary concern that they should notify staff so that it can be further explored.
 - i. Mr. Foreman made a motion that the commission approve and accept the budget as it is. There was no second and the motion was withdrawn.
- Mr. Maxey commented that the commission should give their input on the budget but that at some point the commission needs to put their trust in the departmental staff to make appropriate decisions.

XIII. Recommendation of Agenda Items for the March 7, 2013, meeting at the Community Development Building - Multipurpose Meeting Rooms A&B

- Regular Agenda Items
- Bow Hunting Update
- Softball RFP
- Recreational Co-Sponsorship Policy
- CIP and Department Budget Review and Discussion

XIV. Adjournment: The meeting adjourned at 8:34 p.m.

Minutes respectively submitted by Meghan Coates

The next PRAC meeting may be held on Thursday, March 7, 2013, at the Community Development Building Multipurpose Meeting Rooms A&B

Attachments to the minutes:

1. River City Sportsplex Field Assignment Schedule March 4, 2013-June 7, 2013
2. Stratton Park Field Assignment Schedule March 4, 2013-June 7, 2013
3. Grass Field Assignments March 4, 2013-June 7, 2013
4. Policy Regarding Recreational Cosponsored Groups
5. FY14-18 Draft Capital Improvement Program
6. February 4, 2013 Con